

15 January 1969

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MEMORANDUM FOR:

1. Pre-employment Medicals and Polygraphs

Suggest direct contact with the Office of Medical Services and the Office of Security for setting-up appointments or designate more than one person to make these appointments.

In many cases, the appointments cannot be made immediately because the one person designated to set-up the appointments is out of the office (lunch, on leave, etc.). As a result, tentative dates must be set-up and confirmed later by phone (many are long distance) or correspondence depending upon when an applicant is scheduled for the appointments. This is not only time consuming and expensive, but also requires additional record keeping on the part of the very busy appointment clerks.

This Office feels that there would be fewer cancellations if; (1) we were able to reimburse the applicant for travel to Washington for the required medical and poly appointments. (2) the results of these appointments be made available sooner than the now 30 to 60 day period.

2. Need a "permanent" Xerox Machine Operator

The average length of stay on the machine for the IAS detailee is about one month, therefore the training of a new detailee is a never ending job.

Most reproduction requests are classified. Therefore, one of the Secretaries must leave her desk to reproduce all the material that is classified secret and above.

Maintenance problems of the Xerox Machine are greater with each new operator.